

**CITY OF MEDICAL LAKE  
City Council Regular Meeting**

6:30 PM  
September 17, 2024

Council Chambers  
124 S. Lefevre Street

**MINUTES**

**NOTE: This is not a verbatim transcript. Minutes contain only a summary of the discussion. A recording of the meeting is on file and available from City Hall.**

**COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT**

**Councilmembers**

Chad Pritchard  
Keli Shaffer  
Lance Speirs  
Don Kennedy  
Bob Maxwell  
Tony Harbolt

**Administration/Staff**

Terri Cooper, Mayor  
Sonny Weathers, City Administrator  
Scott Duncan, Public Works Director  
Koss Ronholt, Finance Director  
Roxanne Wright, Administrative Assistant

**REGULAR SESSION – 6:30 PM**

**1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL**

- A. Mayor Cooper called the meeting to order at 6:30 pm, led the Pledge of Allegiance, and conducted roll call.
  - i. Councilmember Olson submitted a request for absence from tonight’s meeting. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Harbolt, carried 6-0.

**2. AGENDA APPROVAL**

- A. Add section 9A Resolution 24-708 Award for TIB Complete Streets to Liberty Concrete
  - i. Motion to approve addition made by Councilmember Kennedy, seconded by Councilmember Maxwell, carried 6-0.
  - ii. Motion to approve agenda as amended made by Councilmember Kennedy, seconded by Councilmember Shaffer, carried 6-0.

**3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS –**

- A. Richard Paulic, resident of Medical Lake – voiced a complaint about apple tree branches that obstruct vision on Jefferson St. and 902. He requested that the City trim the branches.

**4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS – none**

**5. REPORTS**

- A. Public Safety
  - i. Undersheriff Kittilstved – reported a good start to the school year. No real issues to report. Noted the above citizen complaint.
- B. Council Comments
  - i. Councilmember Pritchard – shared that there is an HCDAC stakeholders meeting tonight.
  - ii. Councilmember Shaffer – Finance Committee reviewed warrants, no issues.

- iii. Councilmember Speirs – no report.
  - iv. Councilmember Kennedy – reported on last week’s Spokane Regional Transportation Council meeting.
  - v. Councilmember Maxwell – General Government Committee met and provided updates on street project projects.
  - vi. Councilmember Harbolt – no report.
- C. Mayor Cooper – Reported on last week’s Hazard Mitigation Group meeting with stakeholders.
- D. City Administrator & City Staff
- i. Sonny Weathers, City Administrator – spoke about plans for the Hazard Mitigation Group. The Hazard Mitigation Plan is in draft form. Will have a workshop on Legislative priorities at the next council meeting.

**6. WORKSHOPS**

- A. Park Hours Workshop
  - i. Glen Horton, Parks and Recreation Director gave a presentation. See attached. Discussion held. Will bring back more information to the next meeting based on council questions.
- B. Vacant Property Ordinance Registration Update
  - i. Mr. Weathers gave a presentation. See attached. Discussion held.
- C. Comprehensive Plan Periodic Update – Grant Agreement from Commerce Q2 Budget Amendments
  - i. Mr. Weathers gave an update. Discussion held.

**7. ACTION ITEMS**

- A. Consent Agenda
  - i. Approve **September 3, 2024**, minutes.
    - 1. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Speirs, carried 6-0.
  - ii. Approve **September 17, 2024**, Payroll Claim Warrants numbered **51702** through **51709** and Payroll Payable Warrants numbered **30158** through **30170** in the amount of **\$174,948.64** and Claim Warrants numbered **51710** through **51750** in the amount of **\$230,871.12**.
    - 1. Motion to approve made by Councilmember Shaffer, seconded by Councilmember Kennedy, carried 6-0.

**8. PUBLIC HEARING** - none

**9. RESOLUTIONS**

- A. 24-708 Bid Award for TIB Complete Streets to Liberty Concrete
  - i. Mayor Cooper would like the Resolution to reflect that funding is pending TIB approval. In Section 1 Award of Contract – add “contingent upon funding awarded by TIB”. Motion to approve change made by Councilmember Kennedy, seconded by Councilmember Shaffer, carried 6-0.
  - ii. Motion to approve Resolution as amended made by Councilmember Kennedy, seconded by Councilmember Maxwell, carried 6-0.

**10. ORDINANCES**

- A. First Read Ordinance 1128 Q2 Budget Amendments
  - i. Legal Counsel read onto the record.
  - ii. Mayor Cooper gave a review of the amendments.
  - iii. Motion to approve first read made by Councilmember Shaffer, seconded by Councilmember Kennedy, carried 6-0.

11. EXECUTIVE SESSION - none

12. EMERGENCY ORDINANCES - none

13. UPCOMING AGENDA ITEMS

A. Legislative Agenda and Broadline Partnership workshops

14. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

A. Joel Obannon, resident of Medical Lake – commented on park hours. Requested further clarification.

B. Jennifer Speirs, resident of Medical Lake – commented on park hours. Static opening time requested.

15. CONCLUSION

A. Motion to conclude at 7:34 pm made by Councilmember Pritchard, seconded by Councilmember Kennedy, carried 6-0.

  
Terri Cooper, Mayor

  
Koss Ronholt, Finance Director/City Clerk

10/1/24  
Date

# Park Hours Workshop

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**WHAT GOT US HERE**

- Community Input
- Sheriff Response at Parks
- City Resources

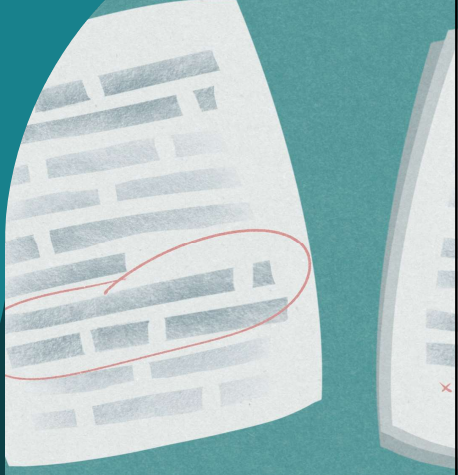


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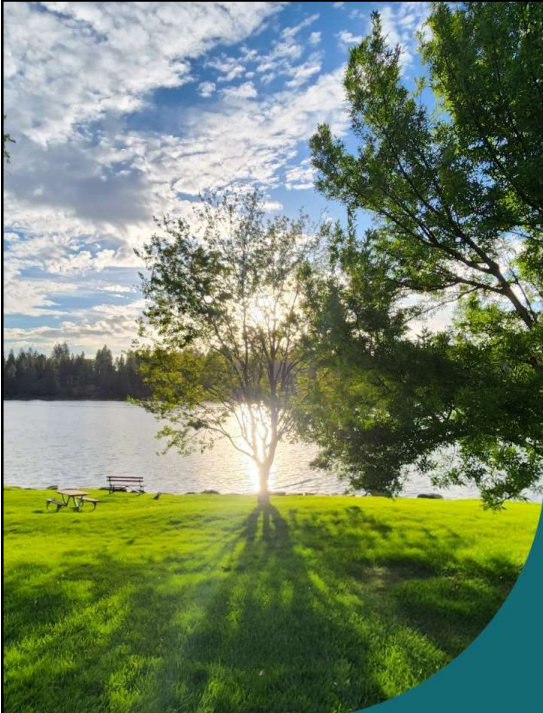
**What the Ordinance is now**

**9.11.081 - Hours of use.**

The public parks of the city shall be open for use by the public from seven a.m. until ten p.m. daily, local time, and shall be closed from ten p.m. to seven a.m. of the next following day; provided, that Waterfront Park shall close at eleven p.m.; and further provided, that the designated RV parking area of Waterfront Park shall be open and available to registered guests at all times. No person shall enter or remain in the closed areas of any public park of the city during hours of enclosure, except city employees engaged in their assigned duties



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**PROPOSED LANGUAGE**

**9.11.081 Park Hours**

Parks within the city shall be open to the public from dawn to dusk each day. All activities, events, and access to park facilities must occur within these hours, unless otherwise authorized by special permit or city authorization.

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Other Sections of Code reference the current park hours specifically in their language and recommend changing them to reference MLC 9.11.081.

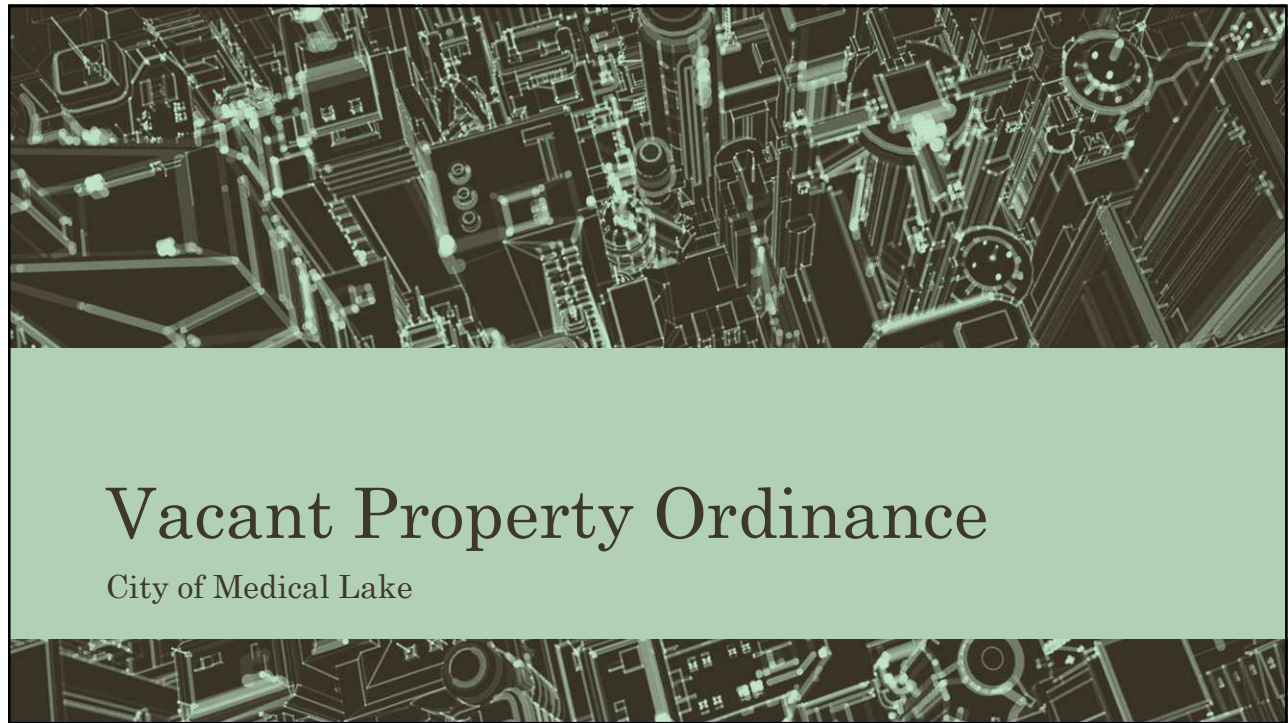
Definitions:

- Dawn – 30 minutes before sunrise
- Dusk – 30 minutes after sunset




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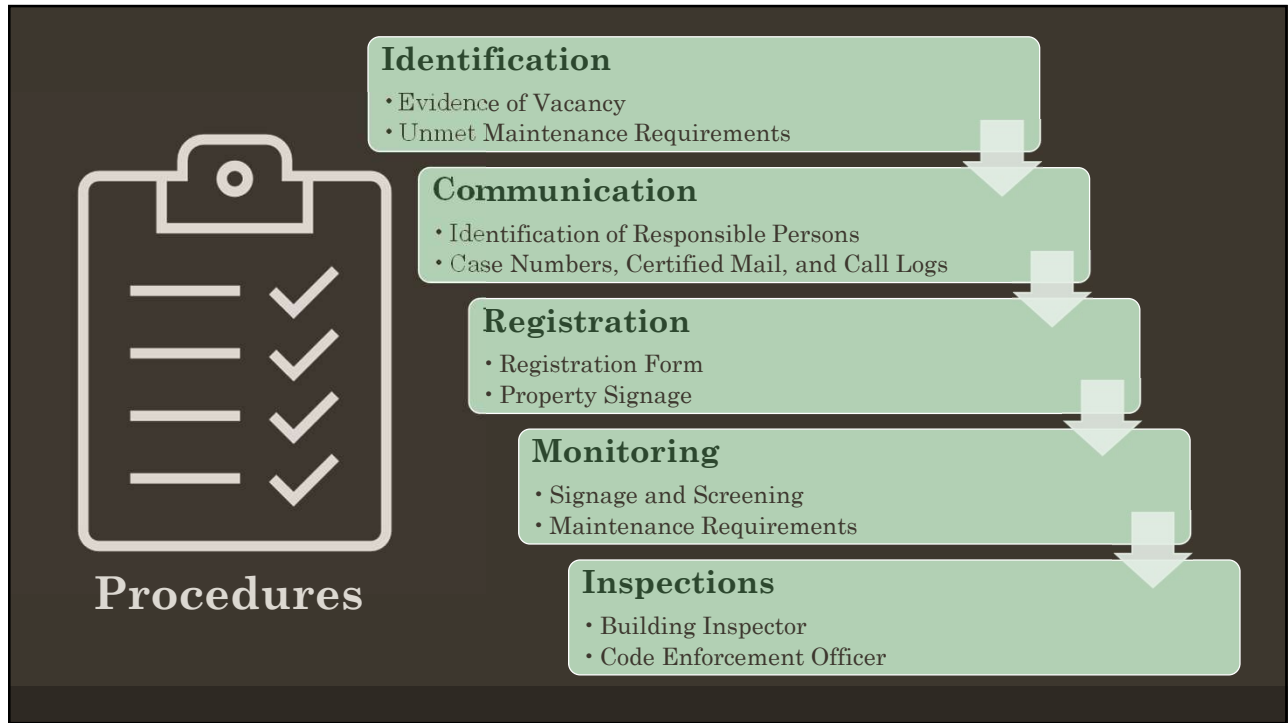


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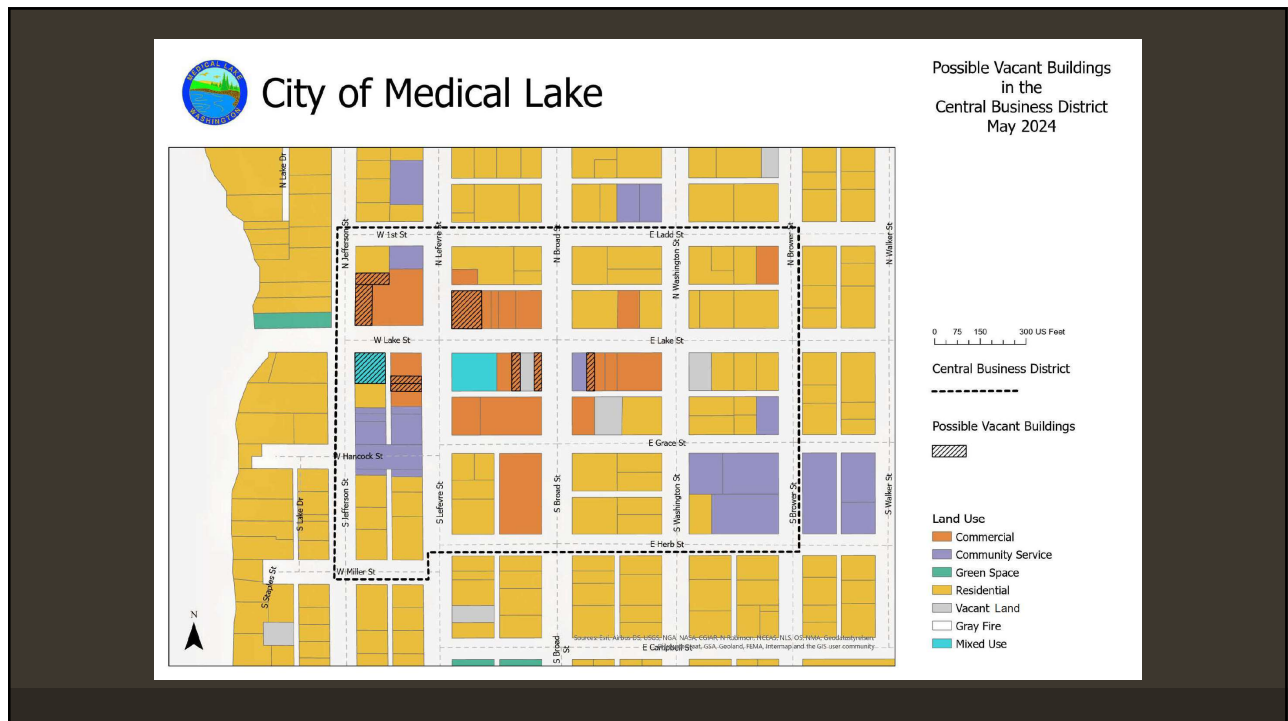
-  Establish minimum maintenance requirements
-  Vacant commercial space registration
-  Window screening for commercial spaces not occupied for thirty days
-  Fees for vacant commercial space registration
-  Inspections



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